

Chief, Administrative Staff

15 March 1956

Chief, Industrial Division

Reassignment of [REDACTED] 25X1A9a

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1. [REDACTED], Acting Chief I/TH, [REDACTED] and I have given careful consideration to the types of activities for which [REDACTED] 25X1A9a is best suited by training and past experience.

2. It is our conclusion that his services can best be utilized in some area such as the Office of Logistics where a general knowledge of construction or administrative engineering experience is essential. Our specific suggestions follow:

Liaison Engineer

Between Agency and Architect - Engineering firm  
Between Agency and Prime or General Contractor  
Between Agency and other agencies

Administrative Engineer

Administrative supervision of:

- a. Field Engineer -- Surveys, Lay-outs, etc.
- b. Office Engineer - Material take-offs, field design and changes, estimates and progress reports.
- c. Safety Engineer - Adherence to Federal safety requirements.
- d. Contract Awards and Sub-Contract Lettings.

Construction Engineer

Inspection and supervision of various types of construction:  
Buildings, streets, roads, waterworks, sewerage systems,  
etc.

25X1A9a  
[REDACTED]